

MEETING MINUTES

DATE: March 21, 2016

PLACE: Department of Business Regulation (DBR)

1511 Pontiac Avenue, Bldg 68-1 Conference Room

Cranston, RI 02920

MEMBERS PRESENT: Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro (Present from: 1:20 p.m. – 3:13 p.m.) and Christian J. Ladds

MEMBERS ABSENT: None

OTHERS PRESENT: Jenna Algee, Esq., DBR Legal Counsel (Present from 2:03 p.m. – 3:25 p.m.)

Dawne Broadfield, Board Executive

A. CALLED TO ORDER: Chair Grosvenor called the meeting to order at 1:07 p.m.

B. MEETING MINUTES

(1) Member Ladds moved to approve the open meeting minutes of February 22, 2016 as published. Secretary Lonardo seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member Christian J. Ladds. Member David L. DeQuattro was absent.

(2) Member Ladds moved to approve and seal the executive session meeting minutes of the February 22, 2016 as published. Secretary Lonardo seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member Christian J. Ladds. Member David L. DeQuattro was absent.

C. EXECUTIVE SESSION

(1) Secretary Lonardo moved to convene into executive session at 1:10 p.m. pursuant to RI General Laws §42-46-5 (a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member Christian J. Ladds. Member David L. DeQuattro was absent.

(2) Secretary Lonardo moved to adjourn from executive session and to reconvene to an open meeting at 1:44 p.m. pursuant to R.I.G.L. §42-46-4. Member Ladds seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

(3) Secretary Lonardo moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Member Ladds seconded. Motion

passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

(4) Secretary Lonardo moved to record the votes taken in executive session in accordance with RI General Laws §42-46-4, as follows: Vice-Chair Prengaman seconded. Member Ladds seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

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Record of Votes Taken in Executive Session:

Executive Session Item C (1) (A) – One (1) matter involving a plan stamped by an architect / architect firm that is not listed in the Board's records. - This matter was continued.

Executive Session Item C (2) (B) – One (1) matter pertaining to information that appeared in an article in a newspaper publication on an architectural firm. - This matter was continued.

Executive Session Item C (2) (C) – One (1) Rhode Island Registered Architect submitted renewal application noting disciplinary action in another jurisdiction with no final determination made to date. - This matter was continued.

Executive Session Item C (2) (D) - One (1) Rhode Island Registered Architect inquiry as to municipality's actions. -This matter was continued.

Executive Session Item C (2) (E) - One (1) matter pertaining to information that appeared in a newspaper article publication on an architectural firm. - This matter was continued.

Executive Session Item C (2) (F) - One (1) Rhode Island Registered Architect requesting a three (3) month extension to complete the Continuing Education requirements for 2014-2015 – This matter was closed.

Executive Session Item C (2) (G) - One (1) Rhode Island Registered Architect requesting and exemption from continuing education due to medical issues. – This matter was closed.

Executive Session Item C (2) (H) - One (1) Rhode Island Registered Architect requesting an extension to complete and submit the completed continuing education hours to the Board not later than March 24, 2016 (90 days from the date of the letter to the Board). – This matter was closed.

Executive Session Item C (2) (I) - One (1) Rhode Island Registered Architect requesting a sixty (60) days extension to complete the

Continuing Education requirements for 2014-2015

Vice-Chair Prengaman moved to accept the documentation submitted and close. Secretary Lonardo seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

Executive Session Item C (2) (J) – One (1) Rhode Island Registered Architect requesting to renew his registration – continuing education not completed – due to medical issues.

Vice-Chair Prengaman moved to respond to the registrant waiving twelve (12) of the twenty-four (24) continuing education hours (CEHs) requirement based on his medical hardship and give him six (6) months from the date of this letter to catch up to in order to stay current with a reminder of the CEHs required with a reminder that those CEHs cannot be used again and close. Secretary Lonardo seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

Executive Session Item C (2) (K) – One (1) matter pertaining to information that appeared in an announcement on an architectural firm.

Vice-Chair Prengaman moved to send a letter to the architectural firm indicating that it is the Board's understanding that the firm did not

have a current Certificate of Authorization (COA) when the job was completed and has subsequently worked in Rhode Island since then and request that the firm appear before the Board at the next tentatively scheduled meeting to explain why the firm is continuing to practice in Rhode Island without the current required COA. Member Ladds seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent.

Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

Executive Session Item C (2) (L) – Any other new business -

The Board discussed one (1) matter of potential misleading advertising and one (1) matter of potential of unlicensed activity. These matters will be added to the Board's next agenda.

D. OLD BUSINESS

(1) Elimination of the Certificate of Authorization (COA) requirement as a result of the LEAN Kaizen Event. – Since the last meeting, there are two (2) pieces of information one (1) a letter from the NCARB Administrative Department that talked to their Model law and to their preference to having COAs and justifications thereof COAs. The second being a letter that the Board signed that would be sent to the DBR Director that expresses the Board's interest in keeping the COAs in the present form.

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Vice-Chair Prengaman moved to forward the letter to the DBR Director and close. Secretary Lonardo seconded. Discussion

occurred. Member DeQuattro indicated that this was a good step. The Board informed Member DeQuattro that the Director told the Board that the legislation has been pulled. It was then discussed about the percentage of ownership. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

(2) Rules and Regulations – Discussion of the term “principal” – Based on discussion with Executive Counsel, Attorney Algee drafted language to send an e-mail blast to the registrant’s for the Board to consider.

Member Ladds moved to accept the language Attorney Algee drafted and send out an e-mail blast to the registrants and to the American Institute of Architects/RI Chapter (AIA/RI). Member DeQuattro seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

(3) Develop a Template for the Renewal Applications submitted for Restoration of an Expired Certificate, which has been allowed to lapse for a period of six (6) months to not more than two (2) years, along with a brief outline setting forth the professional activities during the lapsed period. – This matter was continued.

(4) Any other old business to come before the Board – None at this time.

E. NEW BUSINESS

(1) Board Member Roles and Responsibilities – Discussion

The Board will look at NCARB Model Law as it relates to “Firm Practice” in order to protect the health, safety and welfare of the public. This document will be distributed for review and discussion at the next meeting.

The Board will also look at the Board Member Orientation Manual to confirm the role of the Board Members have not changed. This document will distributed for review and discussion at the next meeting.

(2) Any other new business to come before the Board. - An agenda item will be added for Certificate of Authorization (COA) percentage of ownership vs. directors and officers.

F. National Council of Architectural Registration Boards (NCARB) Information and Updates)-(Review/Take Action)

(1) NCARB Announcements, Publications, etc.: – No comments on the standard publications.

(2) NCARB 2016 MBE (Member Board Executive) Workshop and Regional Summit – Savannah, GA – March 9 – 13, 2016 – Chair Grosvenor, Vice-Chair Prengaman, Secretary Lonardo, Member

DeQuattro and Board Executive Dawne Broadfield attended. The Intern Development Program (IDP) received a new name called “Architectural Experience Program (AXP).” The Interns are still called Interns.

G. APPLICATIONS

(1) Registration Renewal Applications for Board action.

- Frank D. Mileto, RI Architect #2560 – Disciplinary Action noted on Renewal application. –**

Based on the list of projects that Mr. Mileto sent to the Board, Vice-Chair Prengaman moved to send another letter to Mr. Mileto indicating that the list of projects that he provided does not include enough information for the Board to understand what the projects are. Please resubmit a summary description of each project including size, construction budget, client name, scope of services provided and whether the project was commercial or residential within two (2) weeks from the date of the letter. Secretary Lonardo seconded. Discussion occurred. Member DeQuattro indicated that this was a good step. The Board informed Member DeQuattro that the Director told the Board that the legislation has been pulled. It was then discussed about the percentage of ownership. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

Nathan Tuttle, RI Architect #3521, Expired 12/31/2013 – The Board requested a brief outline of activities set forth during the lapsed

period and evidence of the completion of the continuing education hours and was received. Member DeQuattro moved to approve and close. Member Ladds seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

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H. APPLICATIONS

(1) Certificate(s) of Authorization (COA) request(s) for Board Action

• **Vickerman & Associates LLC – (Initial COA Application) – Requesting clarification on how to apply. – Based on no response to the Board’s notification of clarification on how the Certificate of Authorization (COA) Initial Application was submitted. Vice-Chair Prengaman moved to continue. Member Ladds seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.**

I. NEXT MEETING DATE – May 16, 2016 at 1:00 p.m.

J. ADJOURNMENT

Secretary Lonardo moved to adjourn the meeting at 3:13 p.m.

Member Ladds seconded. Motion passed, 5-0, five (5) in favor, zero (0) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo, Members David L. DeQuattro and Christian J. Ladds.

Respectfully submitted,

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Thomas D. Lonardo, NCARB

Secretary

TDL/dmb

• Posted on May 17, 2016 electronically on Secretary of State's Office website. Pursuant to the Open Meetings Law, R.I. Gen. Laws Sec. 42-46-6(b), business not included in this notice may be considered with the consent of the majority of the members, and/or may convene into Executive (closed) Session pursuant to R.I. Gen. Laws Sec. 42-46-5.

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